

**Office of Massachusetts
Attorney General Martha Coakley**



Fiscal Year 2015 Call for Grant Applications

Local Consumer Aid Fund Programs:

***Face to Face Mediation
and
Local Consumer Programs***

Release Date: February 12, 2014
Responses Due: March 13, 2014

The Office of the Massachusetts Attorney General (AGO) is pleased to announce the opportunity for funding for Face to Face Mediation and Local Consumer Programs ("Programs"). Funding is available under the Local Consumer Aid Fund, created by [M. G.L. c. 12, § 11G](#). Grants will be awarded for the period from July 1, 2014 to June 30, 2015, for Fiscal Year 2015. All funds must be expended by June 30, 2015; unexpended funds must be returned to the Commonwealth. Eligible grantees include programs that attempt to resolve consumer problems through mediation, pursuant to [M.G.L. c. 233, §23c](#).

This call for grant application proposals is subject to and contingent upon the availability of funds.

Funding is anticipated to be awarded in amounts ranging below. Funding is based upon service area, history of funding, and the provisions of this Call for Applications:

For Face to Face Mediation - \$25,000 to \$50,000

For Local Consumer Programs - \$25,000 to \$75,000

Applications are due on March 13, 2014 at 4:00 p.m. Subject to receipt of all necessary documents and reports, successful applicants will be notified on or about May 1, 2014. In the absence of any special conditions, successful applicants will be awarded one quarter of the funds on or about July 1, 2014. The rest of the funds will be distributed on a quarterly basis, provided compliance with all reporting and other requirements.

Qualifications: Applications will be accepted from any 501(c) 3 organization (in good standing with the AGO Non-Profit/Public Charities Division and the Internal Revenue Service), local governmental agencies (i.e. District Attorney's Office, Mayor's Office, Town Office of Elder Affairs), or colleges or universities.

Applicants must accept and implement in full the Program Standards and Responsibilities.

Letter of Intent: Organizations seeking funding should submit a letter of intent to apply no later than 4:00 p.m. on February 27, 2014. This letter must be submitted to agogrants@state.ma.us, and should include coverage area information, as well as contact information for the grant manager. Submitting this letter is a requirement for receiving funding. Please write the subject line as "Letter of Intent for Local Consumer Aid Fund FY15".

Grant Proposal Submission: Please submit your proposal as an attachment to an email sent to agogrants@state.ma.us, with "LCAF FY15 Grant Proposal" in the subject line, no later than 4:00 p.m. on March 13, 2014. You must include a separate line-item budget with this proposal.

Collateral materials such as sample form letters or training materials are not required for submission and will not affect the selection process. Please note these collateral materials may be requested by the AGO at any time.

Do not use previously submitted versions of any forms below. Use of other versions is prohibited. Please use and submit the following revised forms as attachments:

- [Commonwealth Terms and Conditions](#)
- [Form W9](#)
- [Contractor Authorized Signatory Listing](#)

Applicants must complete these forms in their entirety; however, applicants will **defer ink signatures** until funding award. After successful applicants are chosen, the completed paperwork will be returned to the successful applicants for original ink signatures.

Successful applicants will also be required to complete two additional documents: the Commonwealth Standard Contract and the Electronic Funds Transfer Authorization form. The AGO cannot process payments without original ink signatures on all forms; copies of signatures are not acceptable and will delay payment. Payments will only be made via Electronic Funds Transfer. All forms may be found on [Grant Forms and Documents](#) of the Attorney General's Grants website.

Budget: In a separate line-item budget, please outline each expenditure you plan to make. Account for any dollar you plan to spend. Also detail all in-kind donations and additional funding sources.

Selection Process: This call for applications is subject to and contingent upon the availability of funds. Applicants will be considered for funding based on the organization's capacity to meet and adhere to the requirements outlined in this Call for Applications and Standards and Responsibilities, demonstrated need, past performance, and availability of funds.

Any application that does not meet the submission requirements may be considered non-responsive and may be disqualified without further evaluation. The AGO may, at its discretion, determine that non-compliance is insubstantial and can be corrected, or that an alternative proposed by the applicant is an acceptable substitute. In such cases, the AGO may seek clarification, allow the applicant to make minor corrections, apply appropriate adjustments in the evaluation, or apply a combination of all three remedies.

All applicants will be notified as to the status of their application by letter on or before May 1, 2014. A listing of successful applicants will also be posted on the AGO website, www.mass.gov/ago/grants on or about July 1, 2014.

Program Standards and Responsibilities: Program Standards and Responsibilities for Programs are mandatory. By accepting funds, applicants agree to follow these Program Standards and Responsibilities in their entirety. Deviation from the Standards and Responsibilities or program plans and expenditures outlined in the organization's application may be grounds for termination, reduction or suspension of funding. Disbursement of funds may be conditioned upon programmatic or budgetary changes requested by the AGO.

Reasonable Accommodation: Applicants that seek reasonable accommodation, which may include the receipt of the Call for Applications information in an alternative format, must communicate such requests in writing to the Grant Manager at agogrants@state.ma.us, no later than 4:00 p.m. on March 6, 2014.

Public Records: All responses and information submitted in response to this call for applications are subject to the Massachusetts Public Records Law, [M.G.L., Chapter 66, Section 10](#), and to [Chapter 4, Section 7, Subsection 26](#).

Conflict of Interest: [M.G.L., Chapter 268A](#) (Conduct of Public Officials and Employees) may apply.

Questions: Please submit questions by email to: agogrants@state.ma.us. The deadline for questions is March 6, 2014 at 4:00 p.m.